



The screenshot shows the 'Photo Gallery' section of a website. At the top is a navigation bar with links: Products, Services, Portfolio, Why CivicPlus?, About Us, and Request Information. Below this is a breadcrumb trail: 'You are here: [Home](#) > Photo Gallery'. The main content area is titled 'Photo Gallery' with a camera icon and the instruction 'Select the thumbnail to view photographs full-size.' There are two buttons: 'Submit An Image' and 'Send An Email'. A search bar is on the right with a dropdown for 'All Categories' and a 'Search' button. Below the search bar is a 'Recently Added' section showing 'Animals' (06/03/2010) and 'Sample' (05/18/2010). The main gallery displays a large photo of antelope with a 'View Album' button, and a 'People's Choice' section with three small photos and a thumbs-up icon. Callout boxes provide details: 'Featured Photo: Will change each time page is refreshed.' points to the antelope photo; 'Allows citizens to submit their own photos. (Can be turned off)' points to the 'Submit An Image' button; 'Allows citizens to email link to their favorite photos.' points to the 'Send An Email' button; and 'People's Choice: Allows citizens to vote on their favorite photos and displays top 3 on main page.' points to the 'People's Choice' section.

**Featured Photo: Will change each time page is refreshed.**

**Allows citizens to submit their own photos. (Can be turned off)**

**Allows citizens to email link to their favorite photos.**

**People's Choice: Allows citizens to vote on their favorite photos and displays top 3 on main page.**

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## Photo Gallery Main Page

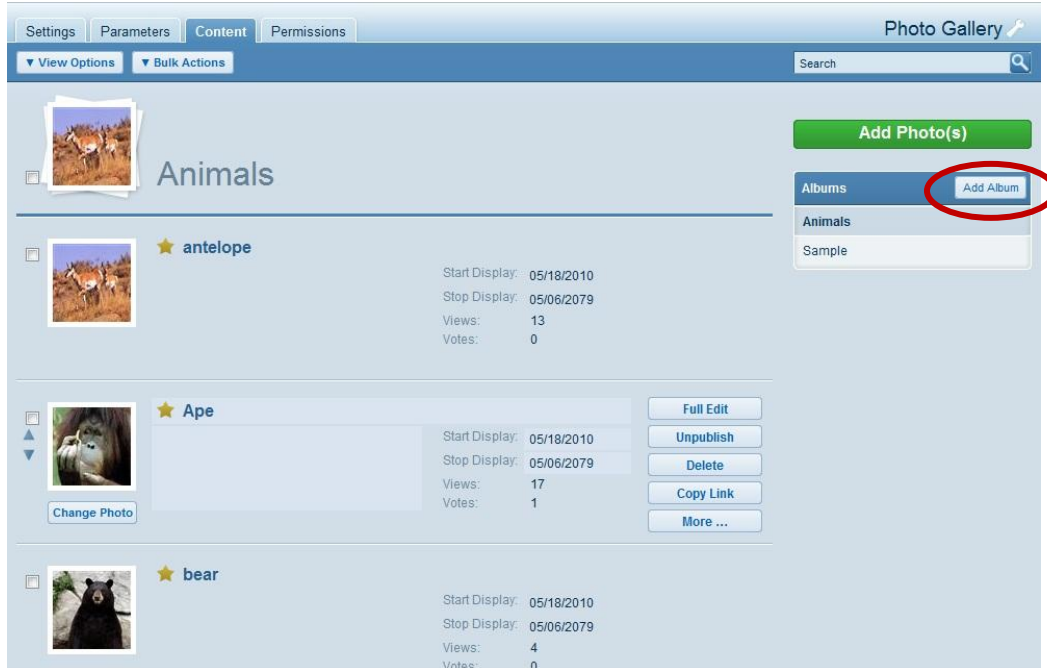
### With the Photo Gallery module you can:

- Create photo galleries and slideshows to show off your events
- Allow citizens to submit their own photos to you can publish them to the website
- Allow citizens to vote on their favorite photos to be displayed on main page
- Create an album cover for each album

## Section 1: Creating / Adding a New Album

### Access the Photo Gallery

1. Login to the Admin side of your website
2. Go to **Modules > Photo Gallery**
3. Click Add Album (Fig. 1-1)



**Fig. 1-1**

4. Enter an Album Title
5. Assign your permissions
6. Click Show Additional Details
  - a. Assign a Default Photo Credit for entire album
  - b. Click on the check box to right-click protect your photos
7. Click Save and Publish

## Section 2: Adding Photos to Album

### Access the Photo Gallery Module

1. Login to the Admin side of your website
2. Go to **Modules > Photo Gallery**
3. Go to the album in which you wish to add photos
4. Click the Add Photos button (Fig. 2-1)

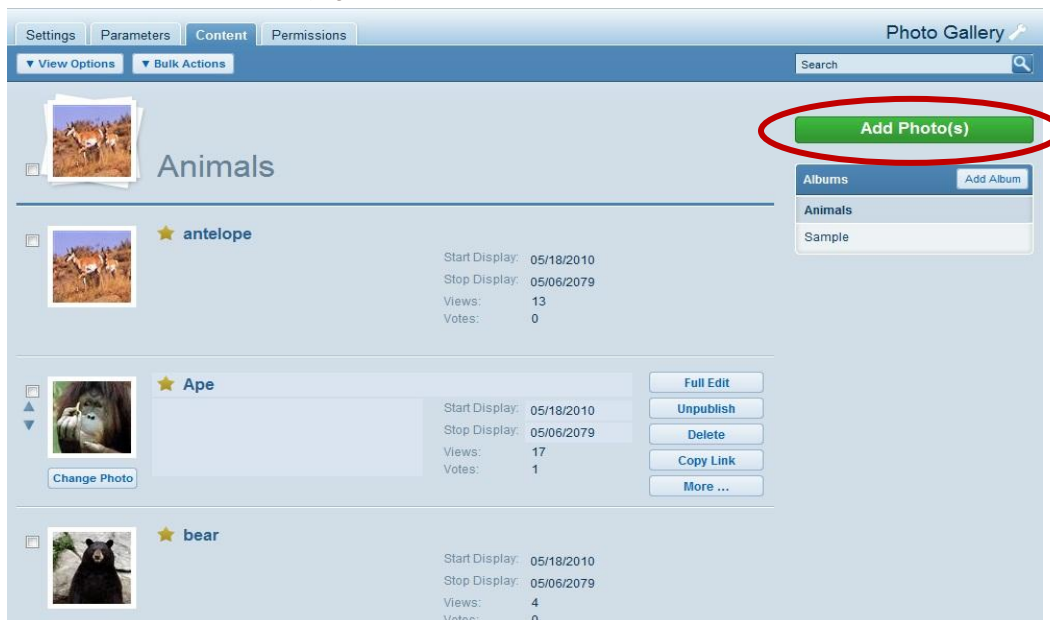


Fig. 2-1

5. Click the Browse to button
6. Select the photo from your computer
7. Click Add more files if you wish to add more than 1 photo (Fig. 2-2)
8. Click Upload (Fig. 2-2)

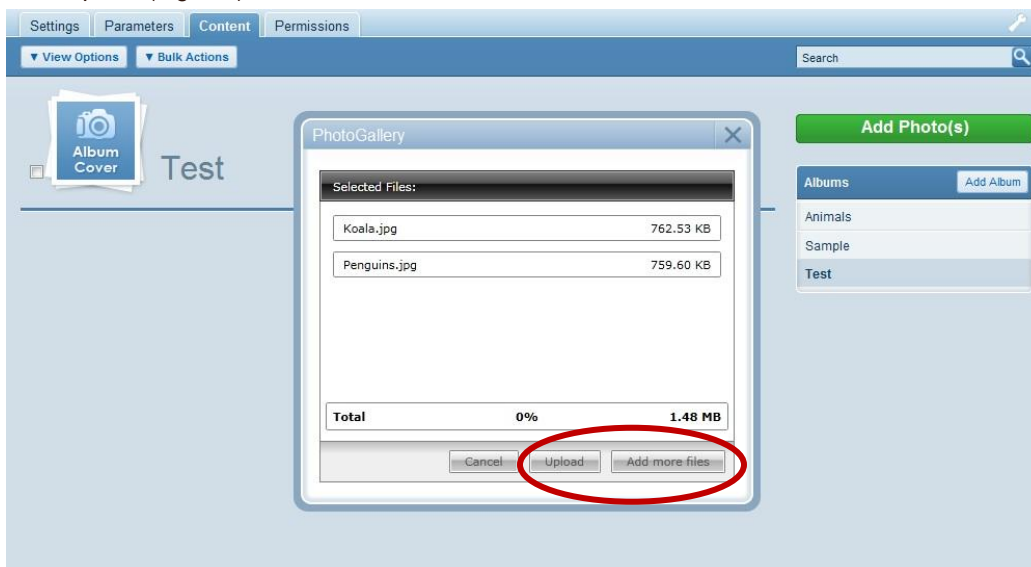


Fig. 2-2

9. Click Save All

### Section 3: Quick Edit Photos

#### Access the Photo Gallery Module

1. Login to the Admin side of your website
2. Go to **Modules > Photo Gallery**
3. Find the photo you wish to Quick Edit
4. Hover over the photo and click in the box you wish to edit (Fig. 3-1)

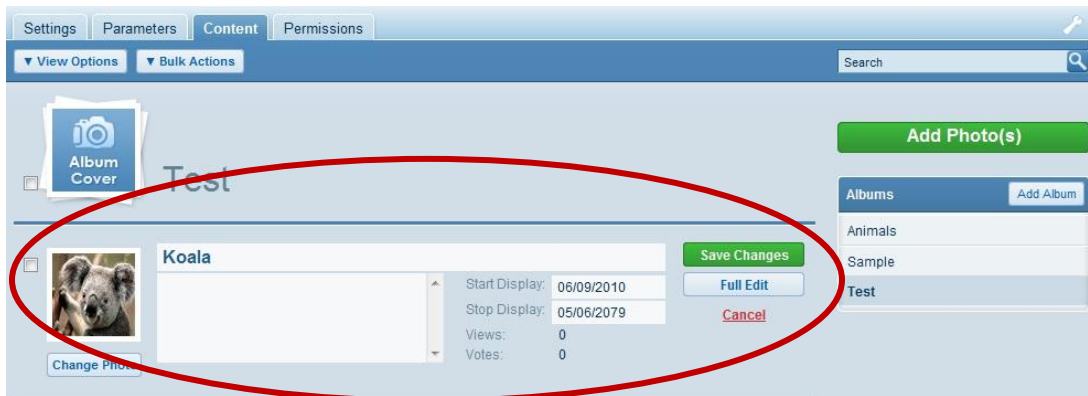


Fig. 3-1

5. Change the Title, Caption, Start Display, or Stop Display
6. Click Save Changes

### Section 4: Full Edit Photos

#### Access the Photo Gallery Module

1. Login to the Admin side of your website
2. Go to **Modules > Photo Gallery**
3. Find the photo you wish to Full Edit
4. Hover over the photo and click the Full Edit button (Fig. 4-1)

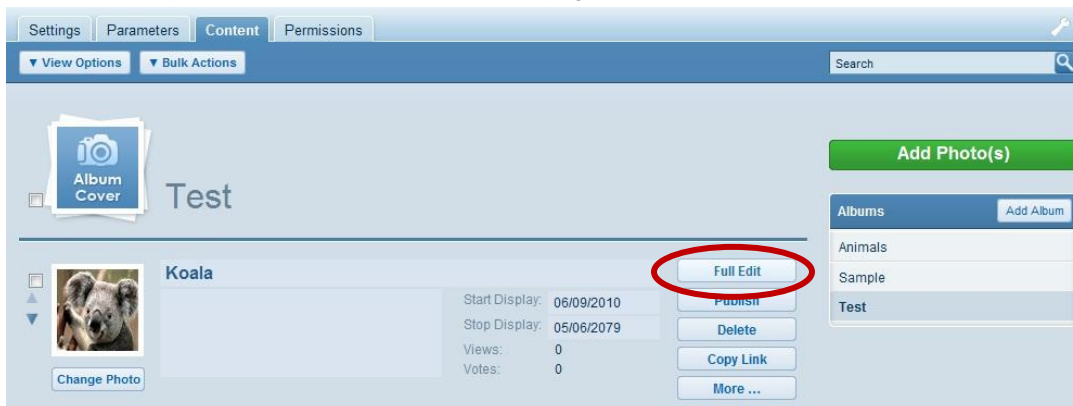


Fig. 4-1

5. Enter the following information
  - a. **Title:** The title of your photo
  - b. **Upload Photo:** Upload a new photo
  - c. **View Full Size:** View the full size version of the photo
  - d. **Alternate Text:** Enter the alternate text for the photo to ensure ADA compliance
  - e. **Caption:** Enter a caption for your photo

- f. **Photo Credit:** Enter the photographer credit for the photo
- g. **Featured:** Click the checkbox to feature the photo
  - i. Note: Only Publishers and Owners can feature a photo
- h. Click Show Additional Details
  - i. **Link:** Insert a Alternate Link for your photo
  - ii. **Display:** Insert a start and end date for your photo
6. Click either Save Changes or Save and Publish

## Section 5: Delete a Photo

### Access the Photo Gallery Module

1. Login to the Admin side of your website
2. Go to **Modules > Photo Gallery**
3. Find the photo you wish to delete
4. Hover over the photo and click Delete (Fig. 5-1)

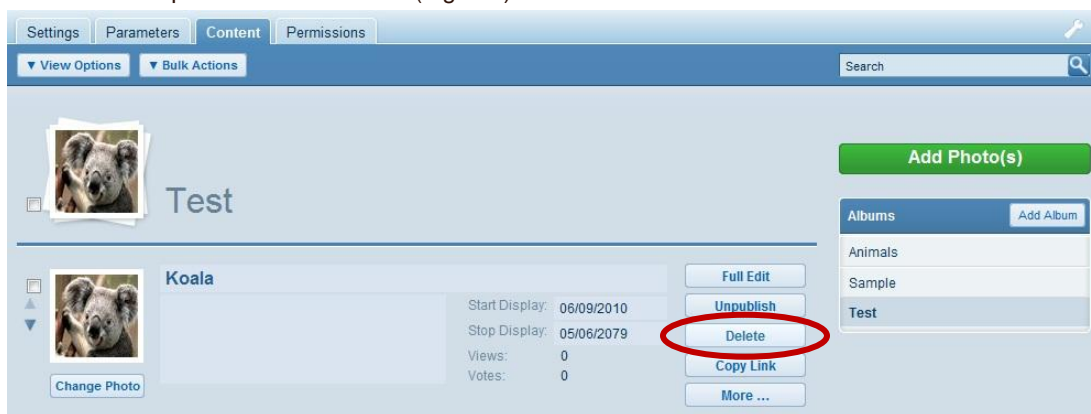


Fig. 5-1

## Section 6: Delete a Album

### Access the Photo Gallery Module

1. Login to the Admin side of your website
2. Go to **Modules > Photo Gallery**
3. Go to the album you wish to delete
4. Hover over the category and click Delete (Fig. 6-1)



Fig. 6-1

## Section 7: Live Edit

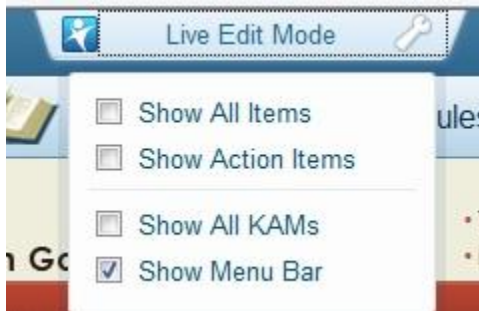
### Access Live Edit

1. Login to the Admin side of your website
2. Select the KAM icon by selecting Modules > Photo Gallery KAM icon (Fig. 7-1)



**Fig. 7-1**

3. By selecting the KAM icon this will flip you to the public side of the Photo Gallery Module. At the top of the page you will see a tab call Live Edit Mode. (Fig. 7-2)



**Fig. 7-2**

## Section 8: Adding a Photo Using Live Edit

### Access Live Edit ([See Section 7 for Steps](#))

1. Find the album you want to add your photo
2. Select the KAM icon and select the Add Item button (Fig. 8-1)



**Fig. 8-1**

3. Follow [steps 4-6 in Section 4](#) for information about the fields.

## Section 9: Editing a Photo Using Live Edit

### Access Live Edit ([See Section 7 for Steps](#))

1. Find the photo you wish to edit
2. Select the KAM icon to display your editing options (Fig. 9-1)



**Fig. 9-1**

- **Modify** – Change the photo or any other pertinent information about the photo
- **Move** – Click the arrows up or down to change the order of the questions
- **Copy Link** – Will copy the URL of this photo to use to make hyperlinks in other areas
- **Copy** – Will allow you to copy and make changes, if necessary, and put it in another album
- **New Item** – Will allow you add another photo to the album
- **Unpublish** – Will put the photo in a draft status on the Admin side and not display on the public side
- **Delete** – Will delete your photo off the public side and Admin side